

The Security Printing Corporation (BD) Ltd
Gazipur-1703

Web Site: www.spcbl.org.bd

Ref No: SPCB/Admin/Personnel/19/2017-1369

Date: 07/12/2017

Mr. Md.Khasruzzaman
Deputy General Manager
Origination R & QC
SPCBL, Gazipur-1703.

Sir,

Approval of Ex-Bangladesh Leave.

With reference to your application of 04/12/2017, we would like to inform you that the competent authority has approved your desired Ex-Bangladesh leave from the end of working hour on 14/12/2017 to 28/12/2017 to perform 'Umra Hajj' along with your family under the following terms and conditions:

1. All expenses related to this travel will be borne by you.
2. Leave will be adjusted from your earned leave.
3. You shall not be allowed to overstay without prior permission of the competent authority.
4. For this travel period your salary or any part of it will not be payable in foreign currency.

Sincerely Yours,



(Mohammad Israfil)
Deputy Manager (Personnel)
Tel. 9205110-15/116

Dated, above

Ref. SPCB/Admin/Person./19/2017-

Copy forwarded for information to:

1. Manager (Mds Secretariate), SPCBL, Gazipur.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Manager (IT) SPCBL, Gazipur-(Published For Website).
4. Personal File.
5. Concern File.



Assistant Manager (Personnel)